

CHAPTER 3
SECTION 8

STALEDATED, VOIDED, OR RETURNED CHECKS/EFTs

1.0. CANCELLATIONS AND STALEDATED CHECKS

1.1. Checks will staledate at 120 calendar days following the date on the check. For checks that are cancelled or staledated, a credit voucher through TEDs must be processed in accordance with the standards detailed in [Chapter 1, Section 3](#). If the check was issued as a manual voucher, the credit should be submitted as a similar manual voucher. The only exception to issuing a credit voucher would be staledates under \$10.00.

1.2. For staledated checks of \$10.00 or less, the contractor may elect either to:

- Affect a credit voucher for the check using automated means, or
- Make no voucher transaction. Instead, a memorandum record shall be prepared and a summary report to TMA shall be submitted monthly in the *Non-Financially Underwritten Funds Bank Account Reconciliation* Report.

2.0. REPLACEMENT CHECKS

2.1. If a payee, or the estate or guardian of the payee, requests in writing reissuance of a staledated check or claims non-receipt of a check, a replacement check shall be issued if the claim can be located in the active claims history file. If the claim is not available on the active claims history, the contractor shall follow the procedures for manual vouchers as described in [Chapter 3, Section 5](#). Reissued checks will be cut on the non-financially underwritten bank account. The request for approval of check release shall be forwarded to TMA, CRM within 10 workdays of the request by payee. Supporting documentation shall include the original check, the sponsor's SSN, a copy of the EOB, if available, or other documentation showing the computation and payment of the original check. If the check is not available, a statement shall be sent describing the loss or destruction of the check. If the check was not returned, a stop payment order for the original check shall be issued and accepted by the bank before a replacement is issued. The contractor shall reissue the payment and include the amount in the *Non-Financially Underwritten Funds Bank Account Reconciliation* Report.

2.2. If the amount of the staledated check to be reissued is \$10.00 or less, the contractor shall use the same procedure in the reissuance as was used for the staledating. If no credit voucher was made in the staledating of the check, no credit voucher is required for the reissue. The contractor shall reissue the payment and include the amount in the *Non-Financially Underwritten Funds Bank Account Reconciliation* Report.

3.0. REPAYMENT OF VOIDED OR RETURNED CHECKS

If the void/return was processed as a credit through TEDs or as a manual voucher, the repayment shall be processed as a comparable voucher. If the void/return was processed without a credit voucher in TEDs and was sent to TMA on the Miscellaneous Receipts and Adjustments Report, the repayment shall also be processed without a TEDs voucher and shall be reported to TMA *in the Non-Financially Underwritten Funds Bank Account Reconciliation Report*.

4.0. ELECTRONIC FUNDS TRANSFERS (EFTs)

EFTs may be replaced immediately upon notification of the EFT's return to the contractor's bank or if the EFT was voided for some reason. EFT voids or returned transactions are processed in the same way as checks. If the EFT void/return was processed as a credit through TEDs or as a manual voucher, the repayment shall be processed as a comparable voucher. If the EFT void/return was processed without a credit voucher in TEDs, the repayment shall be processed *without an additional voucher and reported on the Non-Financially Underwritten Funds Bank Account Reconciliation Report*.

5.0. REISSUANCE OF CHECKS WHEN ORIGINAL PAYEE IS DECEASED

Checks/EFTs issued by the contractor shall be made payable to the legal representative of the estate of the person concerned with an additional line stating "For the estate of ____." Checks shall not be payable to the "estate of" a decedent, nor to a deceased person. Checks shall be delivered to the named payee or mailed to the payee's address of record.